

Department of the Army
Headquarters, U.S. Army
Field Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6500

AFSC Regulation 25-4

6 Feb 06

Information Management
WIRELESS DEVICES (WDs) AND LOAN PROGRAM

Applicability. This publication applies to all US Army Field Support Command (AFSC) and Joint Munitions Command (JMC) headquarters (HQ) organizations.

Supplementation. Supplementation of this regulation is authorized.

Proponent. The G-6, Deputy Chief of Staff for Information Management, is the proponent. Users may send comments and recommendations to AMSFS-IMP, HQ AFSC, 1 Rock Island Arsenal, Rock Island, IL 61299-6500, afsc-ofc-imp@afsc.army.mil.

Distribution. This publication is approved for electronic distribution from <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>.

Superseded Publications. None.

FOR THE COMMANDER:

Diana L. Balmer
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Chief of Staff

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1. Purpose. This regulation prescribes policies and responsibilities for the preparation, coordination, approval, authentication, and distribution of Wireless Devices (WDs), including but not limited to cellular telephones, pagers, and wireless

e-mail devices such as a BlackBerry®. Specific, detailed guidance for the operation and management of the WD program is also addressed. Adherence to requirements herein will ensure consistent and uniform action throughout the command.

NOTE: Requests for Iridium Satellite phones and Secure Cellular phones are not covered by this regulation and should be coordinated through the AFSC G-6 Communications (COMMO) Team, AMSFS-IMP. Also not covered by this regulation is Wireless Networking (802.11x) 802.11x refers to a group of evolving wireless local area network standards that are under development as elements of an Institute of Electrical and Electronics Engineers, Inc (IEEE) family of specifications, but that have not yet been formally approved or deployed.

2. References.

- a. AR 25-1, Army Information Resources Management Program.
- b. AR 25-2, Information Assurance.
- c. AFSC Form 25-8, Wireless Device Checklist and Certificate of Receipt.

3. Abbreviations.

AFSC.....US Army Field Support Command
BPA.....Blanket Purchase Agreement
CAPR.....Capability Request
COMMO.....Communications
DOIM.....Director of Information Management
GPC.....Government Purchase Card
JMC.....US Army Joint Munitions Command
WD.....Wireless Device

4. Policies.

- a. WDs and wireless service contracts must be procured through the Army Blanket Purchase Agreement (BPA).
- b. The number of WDs on an installation must be kept to a minimum and will not be used in lieu of established 'wired' telecommunications networks. WDs are to be used for official business only and may be approved for handheld portable use and/or requirements that cannot be satisfied by other available telecommunications methods and are authorized only when warranted by mission requirements, technical limitation, feasibility, or cost considerations. Examples of appropriate applications for WDs are as follows:

(1) Emergency management and emergency restoration situations which may be required as fixed station backup to an external or internal telephone system experiencing difficulties.

(2) Specifically designated projects and/or mission unique requirements, e.g., work being performed in geographically remote areas or work where continuous communication is required.

(3) When safety of personnel, unit, or organization security considerations is paramount.

(4) When placed in fly-away or drive-away kits/sets for contingency purposes.

c. Requests for WDs within HQ AFSC must be submitted as a Capabilities Request (CAPR). They will be evaluated by the division chief of the requesting individual to determine if the request is mission essential. Requests made by tenants on AMC installations must be approved as mission essential by the division chief in the user's chain-of-command.

d. Acquisition of WDs and cellular services may be made using the Government Purchase Card (GPC) providing prior technical approval has been given by the Director of Information Management (DOIM) or equivalent authority.

e. The procurement of and funding for initial cost and annual usage will be provided by the user organizations.

f. Accountability for WDs will be established and maintained (see AR 25-1 for detailed procedures). All WDs will be bar-coded and treated as property-book items.

g. WDs are for official use only. Violation of official use policy is discussed in AR 25-1, paragraphs 6-1d(1) and 6-1h.

h. WDs with Bluetooth® technology will not be purchased unless the Bluetooth® can be disabled at the SERVER. WDs that are not connected to a server, or WDs with Bluetooth® that can only be disabled at the device level are unacceptable.

i. WDs with built-in cameras will not be purchased.

j. The use of each WD will be reviewed and revalidated every 2 years to determine if the continued use of the device is still a valid mission-related need.

k. Unused or underutilized WDs will be returned to the funding organization, who will determine if the device should be reassigned or deactivated within the limitations of the contract with the BPA and the service provider.

5. Responsibilities. The G-6, Deputy Chief of Staff for Information Management (AMSFS-IM), has policy, management, and overall responsibility for matters pertaining to the acquisition and usage of WDs for HQ AFSC and all subordinate commands.

6. Procedures.

a. HQ AFSC requests for WDs will be made using the automated CAPR system at

<https://www6.osc.army.mil/Taskmaster/CAPR/CAPRMain.asp>.

b. After management review, the CAPR will pass to the HQ COMMO Team for technical review. Subordinate commands and tenants will forward their requests to their installation DOIM's communications team or equivalent. A copy of the mission-essential approval and justification will be included in the body of the CAPR for technical review. Sites without DOIM support can contact the HQ COMMO Team at DSN 793-0271/4186 for assistance with obtaining WDs through their respective organizational chain.

c. AFSC Form 25-8, Wireless Device Checklist and Certificate of Receipt (Figure 1), will be completed by the user when they take delivery of the WD. This form is available from the AFSC Forms Web site <http://www.afsc.army.mil/im/rcdsmgt/forms.htm>.

d. The Equipment Loan Program is meant as a temporary measure to ensure communications connectivity during brief intervals such as TDY when HQ AFSC staff will be conducting business while away from the installation for short periods of time.

(1) If a WD is needed for periods longer than 30 consecutive calendar days, the requesting office should consider procurement of a WD via a CAPR rather than an equipment loan.

(2) Requests for temporary use of a WD are made via the automated "Equipment Loan System" on the VISTA Web site at <https://www6.osc.army.mil/Specpro/CT centry.asp>.

(3) Accountability and official-use-only policies apply to equipment loans. Paragraphs 4f and 4g apply to the user of a WD during the time the equipment is on loan.

WIRELESS DEVICE (WD) CHECKLIST AND CERTIFICATE OF RECEIPT (AFSCR 25-4)		
<p>1. <input type="checkbox"/> <u>Monthly Connect Charge</u>. There is a monthly connect charge associated with this WD, regardless of whether it is used or not.</p> <p>2. <input type="checkbox"/> <u>Air-Time Charges</u>. The per-minute charge is incurred every time the phone is activated to send -- or receive -- a call, this includes "toll free 800 and 888" numbers. This charge varies from region to region and provider to provider, usually based on the following:</p> <p style="margin-left: 40px;">a. <input type="checkbox"/> <u>Local Rate</u>. The rate established for a specified geographical region (local service area) for WD. The larger the user's range, the higher the basic local cost per minute. Calls or data transmissions placed anywhere within that area are charged the specified "local" rate.</p> <p style="margin-left: 40px;">b. <input type="checkbox"/> <u>Roaming Rate</u>. The surcharge or higher rate per minute (depends on contract) incurred when cellular calls or data transmissions are placed outside of the defined "local" service area.</p> <p style="margin-left: 40px;">c. <input type="checkbox"/> <u>Peak or Off-Peak Time</u>. The time of day the phone is used; the typical commercial contract is "peak time".</p> <p style="margin-left: 40px;">d. <input type="checkbox"/> <u>Long-Distance Cost</u>. Additional surcharge incurred for long-distance calls.</p> <p style="margin-left: 40px;">e. <input type="checkbox"/> <u>Text Messages</u>. Additional surcharge incurred for text messages sent on a per-message basis.</p> <p style="margin-left: 40px;">f. <input type="checkbox"/> <u>Allotted Air/Data Time</u>. Some contracts provide a block of air time as part of the monthly charge (this is NOT FREE time - there is no such thing as free time, either there is a per minute charge or we PURCHASE a specific block of air time). Users normally pay a higher per-minute rate when the "pre-paid" time or amount of data usage is exceeded.</p> <p style="margin-left: 40px;">g. <input type="checkbox"/> <u>Limited Usage</u>. WDs are to be used ONLY when no other form of communication would suffice (e.g., pay phone, office phone).</p> <p>3. <input type="checkbox"/> <u>Personal Usage</u>. No personal usage of the WD is authorized pursuant to the DOD Joint Ethics Regulation (DOD 5500.7-R); each WD user will be personally responsible for any unauthorized usage.</p> <p>4. I have read and understand the information on this checklist and I certify receipt of the following WD:</p>		
WD Phone Number	Serial Number	
Printed Name	Signature	
Date	Office Symbol	Office Phone Number

AFSC Form 25-8, Feb 06

Figure 1. AFSC Form 25-8

Please mail to:

LSE Fort Lewis

MS 25 Box 339500

Attn: SASPA-LSE-FLW, Michael F. Walsh

Fort Lewis, WA 98433-9500